

BOARDS & COMMISSIONS POLICY

Overview of Boards & Commissions:

Citizen Participation: Although the most widely used and practiced form of citizen participation in local government is exercised through the right to vote at town meeting, another important form of citizen participation is service on volunteer boards, committees and commissions.

Citizens have a variety of reasons for seeking and accepting appointments to boards and commissions, including:

- To gain more information & knowledge about their community
- To serve the community and to make a contribution
- To have a voice in community affairs
- To have influence on matters of special concern
- To utilize their expertise (life experiences, education) of public service
- To act as a stepping stone to elected office

Types of Committees: Generally speaking, there are two types of advisory committees: 1) standing committees and 2) ad-hoc committees. Standing committees tend to be small (less than 15 members) with appointments for a number of years (usually up to five), and the topics are generally broad in nature. Ad-hoc or task force committees, on the other hand, may be larger in number (up to 20 members) with appointments with a definite and fairly short time (rarely more than one year).

Standing committees are usually established by municipal charter or ordinance. In Waldoboro, town meeting has assured citizen participation in policy issues by establishing by ordinance four boards and commissions (Planning Board, Board of Appeals, Shellfish Conservation Committee and the Transfer Station Committee) and authorized the creation of the Conservation Commission by article:

The Economic Development Committee is an additional advisory committee, created by the Board of Selectmen.

PLANNING BOARD	
Membership:	7
Term:	3 Years
General Plan:	Planning & Development
Function:	Act on Site Plan Review and Subdivision Ordinance, Sign Ordinance, Minimum Lot Size Ordinance
Established:	1952 (Zoning Committee) 1964 (Planning Board) 1967 (Planning Board Ordinance)

BOARD OF APPEALS	
Membership:	5
Term:	5 years
General Plan:	Planning & Development
Function:	Hear appeals of decisions made by the Planning Board or Code Enforcement Officer
Established:	1987 (Board of Appeals Ordinance)

TRANSFER STATION COMMITTEE	
Membership:	2 from Waldoboro 2 from each of the partners 1 Commercial Hauler appointed by the Waldoboro Board
Term:	1 year
General Plan:	Solid Waste Management
Function:	Enhance Recycling
Established:	August 2012 (by ordinance)

ECONOMIC DEVELOPMENT COMMITTEE	
Membership:	All Interested
Term:	None
General Plan:	Economic Development
Function:	The long-term goal of the Economic Development Committee is to help develop a broad, thriving and sustainable local economy.
Established:	March 6, 1972 (by Article)

SHELLFISH CONSERVATION COMMITTEE	
Membership:	9
Term:	3 years
General Plan:	Planning & Development
Function:	Establish Shellfish Digging Licenses, Shellfish Survey & Management Plan, Recommend Conservation Closures
Established:	March 7, 1992 (by Ordinance)

CONSERVATION COMMISSION	
Membership:	5
Term:	5 years
General Plan:	Planning & Development
Function:	Conservation and preservation of natural or scenic resources, Environmental Awareness
Established:	March 5, 1973 (by Article)

COMMUNICATIONS TECHNOLOGY COMMITTEE	
Membership:	5
Term:	3 years
General Plan:	Economic Development
Function:	Oversee the planning, installation, and operation of communication infrastructures and networks.
Established:	February 23, 2016 (by Select Board)

Benefits: There are numerous advantages for establishing advisory committees including:

- (Goal Setting) To aid in goal setting.

- (Community Forum) To serve as a forum for community discussion. (By concentration on a single major subject area the advisory committee can go into greater depth than can the legislative body.
- (Expertise) To involve qualified persons in the government who don't desire to seek election for public office.
- (Consensus Building) To serve as a buffer between the public and the legislative body on controversial issues and allow for development of consensus before elected officials have to deal with an issue.

Establishing an Advisory Committee (Planning):

Legal Authority: The Board of Selectmen must first be sure that the proper legal authority exists to establish the advisory committee.

Committee Composition: Select the best possible candidates for membership for your committees, considering factors such as sex, race, geography, knowledge, education, experience, expertise and other factors important for proper balance.

Time Limit: Establish a specific time limit for single purpose committees and discourage extensions. Terminate the committee under its appropriate "Sunset Provision" and thank the committee when their work is accomplished.

Recruitment: The Board of Selectmen shall on an annual basis advertise vacancies on each Board, Committee and Commission in order to notify all potentially interested citizens. The advertisement shall be in a display format and advertised two consecutive weeks in the Lincoln County News and on the Town of Waldoboro website at least 30 days prior to the end of the fiscal year. Each applicant will be asked to respond with their name, address, telephone number and brief statement indicating why the applicant would like to serve. (See sample attached)

Selection: A subcommittee of two selectmen and the town manager or his designee shall review and evaluate all applications and shall schedule interviews with as many applicants as they deem necessary. Consideration should be given to meeting with each candidate if possible.

Prior to conducting interviews the subcommittee shall prepare a list of questions that each applicant shall be asked and prepare an outline of the duties and responsibilities to review with the applicants. The committee will consider the knowledge, skills and abilities of each applicant and shall consider other composition considerations as outlined above.

The committee shall develop a profile for each recommended appointment, which shall include name, address, telephone number, work experience, and educational background.

The subcommittee shall recommend an appointment to the full board for consideration. The Board of Selectmen shall confirm all appointments.

Each Board member shall receive a copy of this policy when appointed. This policy shall be distributed to all applicants as part of the application process.

Managing an Advisory Committee:

Define Mission Statement: The Select Board will clearly define the goals, objectives, tasks and responsibilities of the advisory committee.

Work Program: The Select Board will develop a work program outlining the tasks, responsibilities and time schedule for completion for the committee for the term of its work.

Staff Support (Committee/Staff Relations): Since committees are voluntary and many committee members usually have other full-time jobs, it is important for them to have some staff or administrative support if at all possible and other resources necessary for the committee to complete its mission. The Board should consider hiring a full-time staff person or consultant for active committees whose tasks are long-range and complex. A staff member may be assigned on a temporary or part-time basis with less complex or active committees.

Board Relations (Communications): The Board of Selectmen will strive to maintain appropriate contact and communication with advisory committees and will attempt to confer and solicit advice from the advisory committee. The Board recognizes that to neglect and ignore advice on a regular basis may cause people to decline or to be discouraged from serving on the committee. Each committee shall send regular reports of its activities to the legislative body. At least once annually the committee shall meet with the Board of Selectmen to review their progress on their work program and to approve the following year's work program, as applicable.

Evaluating an Advisory Committee:

Committee Evaluation: The Selectmen shall on an annual basis review the bylaws of all Boards and Commissions and evaluate the performance of each and set goals and objectives for the ensuing municipal year. The Board shall evaluate the committee based on the following guidelines:

Basis for Existence: When was the committee formed? Was it created by state law, county charter, administrative code, or other?

Goals and Objectives: What are the stated goals, objectives, and functions of the committee? Are they still valid? Are the stated functions still being carried out by the committee?

Committee Structure: Do committee members represent a broad spectrum of the community?

Is there duplication or overlap with another committee? Is a consolidation possible?

Citizen Input: Does the committee provide an opportunity for meaningful citizen input necessary to the operation of the related department or agency?

Do the committee members feel that their efforts have resulted in better community services?

Administration: Has a staff person been assigned the responsibilities for coordinating the activities of the committee?

Have necessary budgetary resources been provided for the actual and necessary expenses that may be required to insure the participation of certain citizens?

Did the committee receive initial training by staff as to the role of the committee, its functions, its relationship within town government, and an orientation to municipal government?

Approved this 23rd day of February, 2016.

Board of Selectmen:
Town of Waldoboro, Maine

Joanne Minzy, Chairman

Ronald L. Miller, Vice-chair

Clinton E. Collamore

Abden S. Simmons

A True Copy, Attest:

Eileen F. Dondlinger, Town Clerk

Katherine W. Winchenbach